



Position: Internal Auditor

Salary: Based on experience

Location: Main Branch- 4301 S. Interstate 44 Service Rd

Job Description Summary

The Internal Auditor's primary responsibility is to perform financial and operational audits and reviews across all USE departments. The IA will recognize areas of risk and deviations from operational standards, maintain independence, objectivity and confidentiality in performing work particularly as related to employee accounts and activity. The IA will report directly to the VP of Operations and will work closely with CU Management and Supervisory Committee.

Essential Expectations & Responsibilities

1. Perform financial and operational reviews:

- a. Perform finance and operations audits of each department
- b. Perform follow up for audits to ensure resolution of audit findings
- c. Schedule and plan cash audits at all locations
- d. Review payroll entries for accuracy
- e. Review general ledger accounts

2. Perform New Account and Loan Review and Account Activity:

- a. Review new checking and savings accounts
- b. Review new loans
- c. Review each new member account for CIP, signature cards, and required documentation as needed
- d. Review address changes for form and verification

3. Perform review of Employee Accounts and Activity:

- a. Review new employee accounts
- b. Review employee loans to include delinquency and late payments
- c. Review employee credit card activity to include over limit usage and late payments
- d. Review employee cash transactions
- e. Maintain confidentiality for all employee review activities

4. Other Duties:

- a. Provide backup for CTR, FinCEN bi-weekly scans, fraud and watch list alerts in Verafin
- b. Provide assistance and back up for SAR investigations and filings
- c. Attend monthly Board of Directors and Supervisory Committee meetings
- d. Conduct special projects as needed or assigned
- e. Engage in ongoing training to ensure current knowledge of regulatory changes

Other duties may be assigned as seen fit by VP of Operations.